

**NOTICE OF INTENTION (STANDARD)**

RE 628 Part II (Rev. 11/00)

**INTRODUCTION**

The Index/Quantitative Deficiency Notice (Part II) is designed to allow DRE staff to quickly determine whether your application is substantially complete, without having to review the entire Questionnaire (Part III). Please read the Instructions in Part I thoroughly. By properly completing Part II you will enable the Department to send out a quantitative deficiency notice within 10 days.

Part II is a list of the documents required for a substantially complete application only. ***It is not a list of all the documents needed for issuance of the final public report.*** The additional documents needed for issuance of the final public report will be listed in the deficiency notices prepared by a Deputy after your application is substantially complete.

**INSTRUCTIONS**

**Step 1.** Complete Part III. Answer *all* questions.

**Step 2.** Complete Part II. For each item number shown in column #1 of Part II, consult Part III and transfer your answer to column #2. Enter "Yes," "No," or "NA."

*Note:* If you leave any blanks, your application is incomplete and therefore does not meet minimum filing package requirements.

**Step 3.** Compare your transferred answer in column #2 to the "Qualifying Answer" in column #3. If the answers in column #2 and column #3 are the same, you must submit the corresponding document named in column #4 in order to compile a substantially complete application. Part III of the Notice of Intention provides further information on the specific document required.

**Step 4.** Compile and tab documents with the number shown in column #1. If more than one document needs to be submitted in response to a single question, tab each document with the same number. If a single document serves more than one item requirement, affix tabs with each of the pertinent item numbers to that document.

**Step 5.** In column #5, indicate with a check mark which items you are submitting with your initial filing.

After review of your file, DRE staff will check column #6 to indicate which additional documents, if any, are required to qualify for SCA. A copy of Part II will be sent to you as a quantitative deficiency notice. ***Submit all deficiency-response documents together in one package under the original Quantitative Deficiency Notice.***

**EXAMPLE (FROM PART III)****7. \* Leases Affecting Title**

Are there now any leases which affect title or are there any leases proposed? ..... ☐ NO ☒ YES ☐ NA

If YES, submit a copy of all leases affecting title.

**EXAMPLE (FROM PART II)**

Column #1 Part III Item Number	Column #2 Your answer from Part III	Column #3 Qualifying Answer	Column #4 Document Required (If columns #2 & #3 Match)	Column #5 Document Submitted	Column #6 Required for SCA
7	<b>YES</b>	YES	* Leases Affecting Title	✓	

- ✓ Answers in columns #2 and #3 match; document in column #4 must be submitted.
- ✓ Enter a check mark in column #5, if document is being submitted with application.
- ✓ Every applicable item that is asterisked (\*) must be submitted upon initial filing in order to meet "minimum filing package" (MFP) requirements. If MFP requirements are not met, the application will be returned.

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**INDEX/QUANTITATIVE DEFICIENCY NOTICE (SCA)**

- ✓ Additional items not listed below may be required for issuance of a final public report.
- ✓ \* Indicates “minimum filing package” documents.
- ✓ Do not write in column #6 – it is for DRE use only.

TRACT NAME/NUMBER				FILE NUMBER (TO BE ENTERED BY DRE)	
Column #1 Part III Item Number	Column #2 Your answer from Part III	Column #3 Qualifying Answer	Column #4 Document Required (If columns #2 and #3 match)	Column #5 Document Submitted	Column #6 Required for SCA
Does not apply	Always	Submit	* RE 628		
Does not apply	Always	Submit	Photocopy of Part III, Page 1		
1H	Always	Submit as Applicable	* Filing fee		
			* Lot fee		
			* Address labels for SRP and subdivider		
2A		NO	* Out-of-State Applicant		
2B		YES	* Certificate of Status		
4A		YES	Conditional Public report Statement		
4C		YES	* RE 612 and		
			* RE 612A		
			Typed Preliminary Report (short pink)		
5A(1-7)		YES	Details of Advertising and Promotion		
6A	Always	Submit	* Preliminary Report		
6B		NO	* Evidence of Future Vesting		
6D		NO	Protection Arrangements		
7		YES	* Leases Affecting Title		
8		YES	Coastal Zone Permit or Exemption		
9K	Always	Submit	RE 619 Natural Hazards		
10B		NO	Fire Protection Service Letter		
10C		YES	Fire will-serve – State Responsibility Area		

Column #1	Column #2	Column #3	Column #4	Column #5	Column #6
Part III Item Number	Your answer from Part III	Qualifying Answer	Document Required (If columns #2 and #3 match)	Document Submitted	Required for SCA
11B		YES	Financial Arrangements for Sewer Sys- tem or Verification of Installation [11B(2)(3)]		
11D		YES	Health Authority Letter re: Individual Septic/Sewer Systems		
14B(2)(a)		YES	Permit to Issue Shares or RE 699B		n/a
14B(2)(a)		NO	RE 699B		n/a
14B(3)(a)		NO	P.U.C. Letter		n/a
14C(1)(a)		NO	Water Supplier Letter/Evidence of fi- nancial arrangements		
14C(1)(b)		NO	Water Supplier Letter		
14D		YES	Water Supplier Letter		
14E(1)		YES	Well Driller's Estimate		
			Health Authority Letter re: individual wells		
14E(2)		YES	Geologist's Report		
14E(3)		YES	Special Conditions Statement		
15B(1)		YES	Evidence of Financial Arrangements for Gas		
15B(2)		YES	Evidence of Financial Arrangements for Electricity		
15B(3)		YES	Evidence of Financial Arrangements for Telephone		
15C(1)		YES	Gas Company Estimates		
15C(2)		YES	Electricity Company Estimates		
15C(3)		YES	Telephone Company Estimates		
15D	Always	Submit	Schools		
16B(1)		YES	Evidence of Financial Arrangements		
16B(2)		NO	Evidence of Financial Arrangements		
17A		NO	Flood Agency Report		
17B		YES	Reclamation Board Coverage		

Column #1 Part III Item Number	Column #2 Your answer from Part III	Column #3 Qualifying Answer	Column #4 Document Required (If columns #2 and #3 match)	Column #5 Document Submitted	Column #6 Required for SCA
18B(4)		YES	RE 624C		
18D(3)		YES	RE 624C		
19D		YES	Street Construction & Maintenance Letter		
19E(1)		NO	Evidence of Financial Arrangements		
20B(2)(a)		YES	Security instrument		
20B(2)(b)(2)		NO	* Explanation of Other Arrangement		
21		YES	*Sample Real Property Sales Contract		
22A		NO	CEQA Compliance		n/a
23	Always	Submit	* Sample Deposit Receipt/Agreement to Purchase		
24A		YES	Sample Trust Deed & Sample Note		
24B		YES	Financing Details and Documents		
25		NO	* Sample Grant Deed		
26B		YES	* All Leases		
27A	Always	Submit	* Tentative Map ( <i>including approval</i> ), Map or Waiver		
27B		YES	Map Documents		
27D		YES	Sample Agreement/Construction Con- tract		
30	Always	Submit	Vicinity Map		
39A	Always	Submit	* Escrow Instructions		
46		YES	* Existing CC&Rs		
47A		YES	* Proposed CC&Rs		
48A		YES	Subordination		n/a
49		YES	* Annexation/Supplemental Declararation		
52		As Applicable	Authorization to Sign		
			Agent's Authorization		